

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	ADMINISTRATIVE ASSISTANT - COMMUNITY DEVELOPMENT
CLASS CODE:	6930
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	12/17/2012 (REVISES 9/16/2009 VERSION)
DEPARTMENT:	COMMUNITY DEVELOPMENT

JOB SUMMARY

Under general supervision of the Director-Community Development, performs advanced clerical work, financial tracking, and other administrative support duties pertaining to the record keeping and accounting functions of the department, including the County Fire Marshall's Office.

ESSENTIAL FUNCTIONS

Participates in the preparation of the yearly budget package; monitors the budget by tracking expenditures; coordinates disbursement of funds with the department head; recommends and implements budget adjustments; approves purchase orders in accordance with budgeting constraints and County and department policies; manages petty cash account.

Processes necessary information for department payroll; utilizes the County's time-entry system to ensure proper reporting of work time; generates and signs off on department payroll reports; ensures timely delivery to the Personnel Department; resolves employee payroll questions and issues in coordination with the Personnel Department.

Oversees the departmental personnel files and record keeping responsibilities; coordinates and monitors various personnel actions including recruitment, selection, performance appraisals, etc.; ensures accuracy of employee records; monitors retention schedules and ensures timely archiving of appropriate documents; tracks and schedules training to ensure mandated licensing requirements are maintained.

Provides clerical support to the Utah County Planning Commission and the Utah County Board of Adjustment; attends Board of Adjustment and Planning Commission meetings and assists in the coordination of said meetings; transcribes minutes, reports, findings, decisions, correspondence, and other projects from tape recordings or handwritten notes; furnishes copies of previous meeting minutes to board members and other entitled parties; prepares and maintains appealable records and files; prepares legal notices; maintains files of all documents.

May train and assign work to time-limited clerical personnel.

Provides information summaries and reports to various interested parties including the media, business contractors, and governmental agencies.

Monitors cell phone and wireless accounts; receives and pays regular billings for services; identifies and tracks personal calls; orders new and replacement cell phones and air cards.

Receives, organizes, and distributes incoming and outgoing mail, correspondence, and files; types and drafts memoranda, correspondence, reports and other materials.

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Manages appointment calendars and makes necessary travel arrangements for the office

Oversees ordering supplies, books, and equipment for the office; ensures availability of needed inventory; initiates purchases as needed; monitors delivery of purchased materials.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: Utah County Rules and Regulations and Policies and Procedures.

Working Knowledge of: proper grammar, spelling, and punctuation.

Skill in: reading, writing, and basic accounting; operating standard office equipment; word processing, data entry, and spreadsheet creation.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; create and maintain record keeping and filing systems.

PHYSICAL DEMANDS

Regularly: sits at a desk; walks, stands, or stoops; and works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above OR an equivalent combination of education and experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.